

PRIORITY ONE: Increase housing opportunities available to chronic homeless individuals by at least 300 units within 3 years								
Objective 1: Increase housing opportunities available to chronic homeless by maximizing use of existing funding streams								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 1.1 Use HOME -Tenant Based Rental Assistance to provide 100 units of housing	Action 1.1.1 Develop program design	Nikki Nicholau	DHCD	# of units-100 25	January 2004	10/2005 & ongoing		Projects underway in Waynesboro, Martinsville and Roanoke surrounding area. Project parameter being redesigned to be effective January 1, 2006
	Action 1.1.2 Fund at \$500,000 for FY2004-06 Action Plans				April 2004		Plan was submitted to HUD. Decision made to allocated \$1M or \$500,000/yr for 2 years	
	Action 1.1.3 Issue request for proposal				July 2004		Completed	
	Action 1.1.4 Award grant				August 2004		Completed November 2004	
	Action 1.1.5 Track & report results				September 2006 CAPER			
Strategy 1.2 Initialize VHDA/ DMHMRSAS special project using Mainstream Housing Opportunities for Persons with Disabilities vouchers with distribution through Community Services Boards in non-entitlement areas.	Action 1.2.1 Determine administrative eligibility for project.	Chris Hilbert	VHDA/ DMHMRSAS	# of units- 75-25	December 2003 July 2004	6/2005 & ongoing		Closed – All Project-based vouchers are leased and due to HUD changes will decrease – Tenant-based are allocated to local authorities which determine their priorities. Strategy may reopen as Olmstead implementation committee is seeking funding for and set-aside for disabled leaving state institutions. This may evolve into a prevention strategy.
	Action 1.2.2 Develop proposal		Chris Hilbert/Joy Cipriano		September 2004			
	Action 1.2.3 Get Memorandum of Understanding (MOU) signed		VHDA/ DMHMRSAS		April 2004			
	Action 1.2.4 Complete competitive grant application		VHDA		June 2004			
	Action 1.2.5 Distribute vouchers		DMHMRSAS		December 2004			
	Action 1.2.6 Track & report results		DMHMRSAS		June 2005			

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 1.3 Support the efforts of the Disability Housing and Olmstead workgroups to expand the use of Mainstream Housing Opportunities for Persons with Disabilities vouchers with distribution through Community Services Board (CSB) in entitlement areas	Action 1.3.1 Maintain communication with the workgroups and offer assistance of Policy Academy members when needed.	Nikki Nicholau	Olmstead and Disability Housing workgroups		Next Update: September 2004	On-going	State has no control over distribution methods used by entitlement areas	Strategy reworted June 2004 Denise Goode is liaison with the Olmstead group. Legislation pending in 2005 General Assembly to provide rental assistance to individuals leaving institutional settings. This changes this strategy to one of prevention.
	Action 1.3.2 Provide annual updates of progress.		NA					
	Action 1.3.3 Approach PHAs in a minimum of 5 localities		CSB					
	Action 1.3.4 Provide program design from Strategy 1.2		CSB					
	Action 1.3.5 Follow up to determine action taken		TBD					
	Action 1.3.6 Report number of vouchers provided under program		TBD					
Strategy 1.4 Expand use of Veterans' Administration, HUD and USDA Rural Development foreclosed properties as a source of new housing units	Action 1.4.1 Obtain current program requirements	Bert Boyd Bill Burnham	DVS/HUD/ USDA RD	# of units- 30 in 3 years	January 2004	March 2005	Discussions with USDA Rural Development are underway.	New federal policies related to the disposition of foreclosed properties in HUD/Veterans Administration. Strategy eliminated as strategy as not actionable.
	Action 1.4.2 Identify VHDA financing to assist with renovations/purchase		VHDA		January 2004			
	Action 1.4.3 Develop information sheet/ packet for state non profits		DVS/HUD/ USDA RD		February 2004			
	Action 1.4.4 Distribute sheets through VIACH, web site and other venues		All PA members		July 2004			
	Action 1.4.5 Provide TA to groups at VCH conference and Governor's Housing Conference		DHCD/VIACH/ VCH/Homeward		December 2004			
	Action 1.4.6 Track & report		DVS/HUD/ USDA RD		March 2005			

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Strategy 1.5 Increase available HUD Supportive Housing Program funds available to support housing initiative through expansion of Continuum of Care (COC) to cover state.	Action 1.5.1 Identify localities without COC organizations – provide listing of localities	Nikki Nicholau	DHCD/VIACH/ HUD	# of units – 30 \$1.4 million in new resources	January 2004	July 2005	New localities in the process of developing CoC,s are: the New River Valley, Eastern Shore, and Rapidan/Rappahannock area.	A BOS application was filed covering PD 1-4 and PD 9. 3 projects creating 18 units of PSH for chronically homeless and 8 units of transitional housing for families and individuals Contracts for TA have been provided to developing CoCs in 5 communities. Awaiting notification from HUD – Begin development 2006 application with expanded area of coverage
	Action 1.5.2 Identify localities in the process of developing CoC’s – provide listing		DHCD		January 2004			
	Action 1.5.3 Provide technical assistance to those localities		DHCD/HUD		July 2004			
	Action 1.5.4 Identify & contact localities that might expand to incorporate additional localities		DHCD/VIACH		March 2005 March 2006			
	Action 1.5.5 Develop Balance of State COC Application		DHCD		May 2005 May 2006 (06)			
Strategy 1.6 Expand use of housing resources available through the Veterans Administration – Per Diem	Action 1.6.1 Obtain current program requirements	David Wall	DVS	# of units – 50, 150 beds	January 2005	December 2005		Announcement received on January 19, 2005 and distributed to all CoC contacts statewide.
	Action 1.6.2 Develop information sheet/ packet for state non-profits				January 2005			
	Action 1.6.3 Distribute sheets through Virginia Interagency Action Council on the Homeless (VIACH), team members’ web site and other venues		DHCD/VIACH/ VCH		January 2005			
	Action 1.6.4 Provide technical assistance to groups at VA Coalition for the Homeless (VCH) & Gov. Housing Conference		DHCD/VIACH/ VCH/Homeward		February 2005			
	Action 1.6.5 Track & report		DVS		Annually			

Objective 2: Increase housing opportunities available to chronic homeless by developing new funding streams								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 1.7 Determine feasibility of VHDA set aside in mixed use/ mixed income projects	Action 1.7.1 Develop information packet	Chris Hilbert	VHDA	# of units -20	December 2004	July 2005	Other VHDA priorities have delayed this strategy until next funding cycle	Due to newness of program, decision made to eliminate this strategy and consider at a future date.
	Action 1.7.2 Inquire about VHDA set aside for very low income (<30% AMI)				December 2004			
	Action 1.7.3 Notify team of decision				January 2005			
Strategy 1.8 Initiate a Rental Assistance program for homeless individuals and families	Action 1.8.1 Obtain VCH proposal	Sue Capers	VCH	# of units-80	December 2003	July 1, 2005	Legislation was introduced in 2004 General Assembly and failed – will be reintroduced in the 2005 Legislative session.	Legislation failed the 2005 General Assembly session
	Action 1.8.2 Develop Information packet				January 2004			
	Action 1.8.3 Get General Assembly (GA) patrons				December 2003			
	Action 1.8.4 Present to GA		Legislative Patrons		January 2004			
	Action 1.8.5 Educate public and stakeholders on benefits in order to obtain public support		VCH		February 2004			

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 1.9 Facilitate a feasibility study of a health-based Housing First model in Richmond through VCU/MCV	Action 1.9.1 Invite Virginia Hospital and Healthcare Association, VA Healthcare Foundation and VCU Health Systems to join PA team	Virginia Supportive Housing	Team Leader	# of units- TBD	February 2004		Completed	Unable to identify appropriate site for Direct Access to Housing model – Project now being managed by VA Supportive Housing with consideration being given to Pathways model
	Action 1.9.2 Use technical assistance from Policy Academy				Nov 2005		Underway	
	Action 1.9.3 Develop proposal		VA Supportive Housing		March 2006			
	Action 1.9.4 Identify funding available from all partners		VA Supportive Housing		July 2006			
	Action 1.9.5 Initiate pilot project		VA Supportive Housing		January 2007			
	Action 1.9.6 Evaluate cost/benefit analysis of project		Program Evaluator		July 2008			

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 1.10 Increase available funding for affordable housing through a State level Housing Trust Fund	Action 1.10.1 Identify dedicated source of funding	Nikki Nicholau/through VA Housing Commission	VCH	Increase in available funds for affordable housing	July 2005	July 1, 2006		VA Housing Commission has included the revival of the Housing Priority Fund as a Trust Fund to be introduced in the 2006 General Assembly.
	Action 1.10.2 Write proposal		VCH		November 2005			
	Action 1.10.3 Obtain GA patrons		VHC		November 2005			
	Action 1.10.4 Introduce at GA		Legislative Patrons		January 2006			
	Action 1.10.5 Educate public and stakeholders on benefits in order to obtain public support		VCH		January 2006			
	Action 1.10.6 If passed, develop program guidelines		VHDA/DCHD		Legislation passed			
Strategy 1.11 Facilitate successful acquisition of available grant funds for housing through technical assistance and information of grant opportunities	Action 1.11.1 Identify grant sources	Denise Goode	All Policy Academy members	Awarding of a minimum of 2 grants a year over 3 years that increase available funding and units by at least 50.	Grant awards	July 2007		On-going research for grant opportunities

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Strategy 1.12 <i>Maintain</i> state funding for support of emergency shelters and transitional housing for homeless individuals and families	Action 1.12.1 Develop Budget Amendment proposal	Sue Capers	VCH	# of units-50	September of each year	On-going	Annual strategy	General Assembly Budget Amendments provides for increase in operational support for shelters and for child service coordinators, in addition to pre-development monies for Efficiency Apartments for Individuals (SROs).
	Action 1.12.2 Develop Information packet		VCH		October of each year			
	Action 1.12.3 Get General Assembly Patrons		VCH		November of each year			
	Action 1.12.4 Present to GA		Legislative Patrons		January of each year			
	Action 1.12.5 Educate public and stakeholders on benefits in order to obtain public support		VCH		On-going with emphasis during General Assembly session			
	Action 1.12.6 Implement new program as part of annual application process		DHCD		With the start of each fiscal year, July 1			

PRIORITY TWO: Accessible Supportive Services								
Objective: Reduce barriers associated with the delivery of supportive services to homeless persons								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 2.1 Explore use of State SSI supplement (Auxiliary Grant) in settings other than assisted living facilities (ALFs) for the chronically homeless.	Action 2.1.1 Explore this with the DSS Commissioner and try to expand only to homeless individuals.	Jane Clements Diana Thorpe	DMAS	Increase in support available for chronic homeless in supportive housing units	Decision from the DSS Commissioner	October 2004 March 2004	Commissioner has no objection. Would this require a Code change?	Closed – Auxiliary grants must be spent in Assisted Living Facility Although this was closed at its last meeting, efforts may be reestablished with the receipt of Real Choice grant awards and implementation of the Richmond pilot program. Grant application for Real Change funding was not accepted.
	Action 2.1.2 If feasible, add strategy to implement decision		DSS/DMAS		Strategy added			
Strategy 2.2 Conduct four workshops throughout the state on Disability Determination and Presumptive Decision Making	Action 2.2.1 Design workshop	Denise Goode	DRS/DMHM RSA	Time associated with initial determination decreased by 7 days and percentage of claims approved at 1 st level increased by 3.2 percentage points.	Workshop design complete	February 2004		Complete and results indicated 3 not 5 percentage increase in initial allowance rate and a 7 days reduction in mean processing time. Additional TA approved to further increase number of 1 st level approvals.
	Action 2.2.2 Establish locations and publicize				Schedule published	March 2004		
	Action 2.2.3 Conduct workshops				Workshops held	July 2004	Scheduled for May 19- Roanoke May 26-Richmond June 9-NOVA June 30- Tidewater	
	Action 2.2.4 Measure results				Report on number of presumptive decision for FY2004	August 2005		

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 2.3 At all points of entry into the system, educate workers about use of the homeless checklist and resource guide (“no wrong door”). Create a web-site that will allow front-line workers to access resources and benefit screening tools that assist with connecting homeless individuals to needed financial and services resources.	Action 2.3.1 Register website name	Nikki Nicholau	Policy Academy member agencies	Access to mainstream services will be increased by providing direct access to screening tools across agencies at a single site. Annual survey of users will determine impact of website on connecting persons to benefits	July 15 – Register website		DSS will not develop new screening tool, as a number of agencies already have them developed. Sub-committee acknowledge the need for one website that acts as an address for local homeless service providers to use that links to other websites in order to see the array of benefits and services that their homeless clients may be eligible to receive.	Web-site implemented at www.endhomelessness.va.org
	Action 2.3.2 Identify screening instruments and resources (TANF, Medicaid, Primary Health Services, Mental Health and Substance Abuse Services, Veterans)				October 1, 2004			
	Action 2.3.3 Hire contractor for web-design services				October 1, 2004	Completed 11/04		
	Action 2.3.4 Determine how partner agencies should link back to endhomelessnessva.				January 1, 2005			
	Action 2.3.5 Launch website and notify workers				April 1, 2005			
	Action 2.3.6 Survey users and determine impact				Annually in April and September			

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 2.4 Simplify application for Food Stamps, TANF, and Medicaid	Action 2.4.1 Appoint a state-level interagency group to determine which rules are federally mandated	Jane Clements Diana Thorpe	DSS (Duke Storen)	A shorter, easier to complete, application	Group roster	July 2005		Underway. Should be completed before July 2005.
	Action 2.4.2 Determine which rules can be changed		Higher level group from 2.4.1		List of rules			
	Action 2.4.3 Determine which rules should be changed		Higher level group from 2.4.2		List of rules			
	Action 2.4.4 Change regulations and policy				Revised policy and regulations			
	Action 2.4.5 Train Workers				All designated staff trained			
Strategy 2.5 Encourage all local departments of social services to designate an eligibility worker (and backup) to take applications from homeless individuals.	Action 2.5.1 Get buy-in from VDSS Commissioner	Duke Storen		Designated workers in local DSS	50% have designated worker by 10/04; 75% by 10/05	October 2004	Completed	Eligibility worker out stationed at Central Intake in Richmond (November 2005).
	Action 2.5.2 Commissioner communicate with local DSS directors the importance of ending homelessness and how DSS needs to be more involved in ending homelessness		DSS					
	Action 2.5.3 At quarterly local directors' meetings, VDSS emphasize need to designate an eligibility worker and backup		DSS			Quarterly, beginning October 2004	On-going	
	Action 2.5.4 At quarterly meetings of eligibility staffs emphasize the need for designated staff and provide training about homeless issues.		DSS		Meetings held	Quarterly, beginning October 2004		

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 2.6 Coordinate with statewide 211 to insure complete resource listing of services for the chronic homeless.	Action 2.6.1 Make presentation to the 211 Policy Board	Jane Clements	Marcella Williams		Presentation made & resource guide distributed	July 2005	Completion date may be too optimistic as 211 system is not that far along.	Item to be removed from plan per PA meeting 6/11/04. Unclear as to the direction State will take with this issue and is not under control of any Policy Academy member agency. Strategy reopened-meetings held with the 2-1-1 implementation committee. Contractor will be asked to join the Advocacy and Action Committee of VIACH.
PRIORITY THREE: Prevention initiatives that reduce homelessness								
Objective: Insure that all individuals at risk for homelessness have a housing plan upon release from a state supported program that had included housing as a component.								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 3.1 Implementation of a statewide discharge policy for all at-risk individuals to include housing as well as employments as components of pre-release plan. (foster care, adult and juvenile ex-offenders, persons released from <i>state</i> medical and mental institutions.)	Action 3.1.1 Identify existing policies	a. Jane Clements b.Scott Richeson c.Tyler Cox d.Jim Reinhard e. Angela Valentine	DSS/DOC/VHHA/ DMHMRSAS/ DJJS	Reduction in number of discharged persons entering homelessness.	Policies identified by each agency/ Organization	March 2004 July 2004	Strategy was changed to indicate that only discharge policies of state facilities.	Completion date extended. Discharge policies from DJJ, MHMRSAS, DOC,- Clarification and work needed on DSS (foster care) and with state hospitals through the VHHA
	Action 3.1.2 Modify to meet the housing and employment needs of those released.				As needed, internal individuals/ committees for each agency will determine modifications needed.	May 2004 October 2004		
	Action 3.1.3 Gain buy-in for adopting policies at state and local levels				Policies developed and implemented by each agency	August 2004 December 2004 (assuming no APA action required)	All agencies need to pursue this within their agencies	

	Action 3.1.4 Develop list of housing resource options available after discharge				Directory updated and published for each population.	April 2004 July 2004 April 2005		
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 3.2 Support Job Corps as an appropriate discharge option for juvenile offenders and juvenile aging out of foster care.	Action 3.2.1 Determine how many juveniles currently exit to Job Corps from targeted systems.	Nikki Nicholau	DSS/DJJS	Greater job skills to young adults aging out of foster care and juvenile centers thus reducing the likelihood of homeless due to a lack of resources. Increase number of juveniles enrolled in Job Corp from foster care and DJJS1q	DSS and DJJ records tracked to determine if information exists. If not, survey relevant sources.	July 2004	Job Corp agreed to begin tracking source of referrals on July 1.	Job Corp added to the Advocacy and Action Council of VIACH
	Action 3.2.2 Provide specific enrollment information to individuals involved in discharge planning for juveniles		Tim Howard - DJJS		Materials provided to agencies and individuals who could benefit.	March 2004		Information packet sent to Tim Howard on June 23, 2004.
	Action 3.2.3 Do follow-up survey one year after implementation to determine number of juveniles enrolling who exited one of targeted systems.		Kimberly Cammon-Project Director, Job Corp VA (Jackson Pierce)		Check with Job Corp staff to determine number of referrals from targeted systems	June 2005		
Strategy 3.3 Statewide summit on best practices for children aging out of foster care	Action 3.3.1 Convene a workgroup of state and local social services representatives to identify best practices and resources	Jane Clements	Ray Goodwin	Increased number of young adults leaving foster care to become self-sufficient and better prepared to live independently reducing	Individuals on the work group identified and the meeting convened.	March 2004 July 2004	Strategy will be pursued on as an internal effort in DSS by those involved with Foster Care program.	Decision to remove strategy made at June meeting.
	Action 3.3.2 Determine if recommendations will need Administrative Process Act action		_____ _____ _____ Richard Martin		Discuss recommend. with DSS APA staff.	June 2004 August 2004		

	Action 3.3.3 Take appropriate action to implement best practices		Ray Goodwin	likelihood of them becoming homeless.	Revise policy and procedures. Train local DSS staff.	October 2005 January 2005 (if APA needed)		
Strategy 3.4 “Prevention Respite” Explore opportunities to prevent and reduce homelessness through respite and support services	Action 3.4.1 Research information on prevention respite	DMHMRSAS Jim Reinhard Michael Shank Sarah Fuller	DMHMRSAS Invite: DSS VDH DMAS VDA (would be new player)	Propose a plan to prevent/reduce homelessness resulting from an out of home placement due to onset or worsening of a individual’s disability or due to family/caregiver unable to manage in the home.	July 2004	June 2005		The recommendation from this group was instead of creating a new program, to focus on resources that already exist and/or are coming online. The following steps were recommended as the proposed plan: 1) Continue working with 211 to assure that respite/prevention resources are identified as such in the system. 2) Identify resources in communities that provide respite/prevention-like services, identify gaps in the system, and make recommendations on any changes or service enhancements. 3) Identify and promote best practices for respite/prevention within the state.
	Action 3.4.2 Implementers meet and develop a work plan				September 2004 December 2004			
	Action 3.4.3 Present work plan with identified resources				December 2004 February 2005			
	Action 3.4.4 Recommend pilot program				February 2005 May 2004	Completed November 30, 2005 Recommendations to be included in 2006 Action Plan Updates		

Strategy 3.5 “Medical Respite” Explore opportunities to address the case management, medical, psychiatric, and housing stability needs of persons with physical, medical and/or psychiatric vulnerabilities.	Action 3.5.1 Research medical respite		DMHMRSAS Invite: DSS DHCD VDH DMAS		November 2004	August 2005		Current policy strategies for service development are focused on housing first models and there are two medical respite programs operating in the state at this time. Therefore, it is recommended that this action item be suspended for now, but could be reactivated by the committee at a later date if needed.
Strategy 3.6 Statewide summit on addressing the housing needs of ex-offenders	Action 3.6.1 Convene a workgroup with members from PA on Chronic Homelessness and PA on Prisoner Re-Entry to develop summit	Nikki Nicholau Christine Eacho	Denise Goode Michael Shank Carol Buck Scott Richeson Dana Ward Marc Leslie	Decrease the number of ex-offenders becoming homeless and returning to prison through community response plans		January 2005		Summit held resulting in additional summits scheduled for Tidewater area and series of community meeting in Richmond sponsored by the Commonwealth Attorney and Sheriff’s offices
	Action 3.6.2 Hold summit and facilitate community response plans					April 2005 – Completed on April 7, 2005		
	Action 3.6.3 Follow-up to determine actions taken as a result of summit					April 2006		

PRIORITY FOUR: Sufficient financial resources								
Objective: Connect chronically homeless persons to available financial resources within 90 days of contact								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 4.1 Increase the number of prisoners and mental health consumers who have applications pre-filed for Medicaid benefits at release from institutions.	Action 4.1.1 Reinforce established procedures for pre-applications with local and state correctional centers statewide	Scott Richeson	DOC	Increase in number of institutions pre-filing claims for eligible prisoners	Meetings held and/or communication with impacted staff	July 1, 2004		In progress.
	Action 4.1.2 Educate local CSB and Social Services departments of procedures and need to expedite processing	Jane Clements Jim Reinhard	DSS/ DMHMRSAS		Meetings held and/or communications with impacted staff			Under discussion at DSS on 1/28/04
	Action 4.1.3 Provide correctional facilities with point of contacts in CSB and DSS contacts for each jurisdiction in the state.	Scott Richeson	DOC/CSB Staff/DSS		List provided			
	Action 4.1.4 Do survey to determine number of institutions pre-filing for benefits.	Scott Richeson Jim Reinhard	DOC		Survey conducted			
	Action 4.1.5 Pursue changes in state-Medicaid policy that allows suspension of benefits for short-term incarcerations of one year or less	Scott Richeson	TBD			TBD		

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Strategy 4.2 Expedite veteran benefit claims for homeless veterans	Action 4.2.1 Provide necessary POA forms to organizations serving the chronic homeless to allow veterans services to act on behalf of the veteran	Bert Boyd	DVS		Forms distributed to homeless service providers statewide	March 2004	Form and web-link sent to all shelter providers and members of the Policy Academy Team 3/8/04	Completed on March 8, 2004
	Action 4.2.2 Insure all veterans services reps are briefed on need to expedite claims				Briefings held			
	Action 4.2.3 Provide quarterly updates on the number of cases received and expedited.				Receipt of report for April-June 2004	July 2004		
Objective: Increase the availability of training opportunities and jobs to chronically homeless through WIA								
Strategy 4.3 Have Governor declare homeless as a “hard to serve” population under WIA	Action 4.3.1 Prepare issue paper for Governor’s office and submit for approval	Willie Blanton	VEC	Increased number of homeless individuals served through WIA each year indicated in annual reports	Approval of Governor’s office	July 2004		Recommendation submitted to Governor’s office in August 2004 through Special Advisor on Workforce Development
	Action 4.3.2 Gain sign-off and communicate to local Workforce Investment Boards (WIB)				Communication to local WIB			
Strategy 4.4 Seek release from performance measures from USDOL when serving the chronic homeless	Action 4.4.1 Prepare and submit necessary documentation for DOL	Willie Blanton	VEC	Increased number of homeless individuals served through WIA each year	Memo sent to DOL	July 2004		Met with Dr. Bolin – Memo sent to Secretary’s office – awaiting decision
	Action 4.4.2 If granted, notify local WIBs				Communication to local WIB			

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 4.5 Access state 5% set-aside of Workforce Investment Act (WIA) funds for a pilot program targeted at employment for chronic homeless initiative	Action 4.5.1 Develop a position paper for Governor's office	Willie Blanton	VEC	Increase in employment of chronically homeless in accordance with projected outcomes (TBD)	Paper developed	April 2004		Met with Dr. Bolin – 5% funds have been allocated to a special project in Richmond. Contact with Gary Fletcher will be required to get more details.- No progress on this goal to-date
	Action 4.5.2 With Commissioner's approval, submit to Governor's office				Paper submitted			
	Action 4.5.3 Include in state Plan of Service				Plan of Service includes project for chronic homeless			
	Action 4.5.4 Implement Plan and monitor results					July 2004		
	Action 4.5.5 Report outcomes				Report to Policy Academy Team	October 2005		
Strategy 4.6 Market Work Opportunity Tax Credit (WOTC) to increase employment opportunities for homeless and ex-offenders	Action 4.6.1 Educate local offices and one stop centers on how to use WOTC to assist with employment of DSS-eligible individuals who are homeless and with ex-offenders	Jim Ellenberger	WOTC Unit in VEC	Increase in number of homeless and ex-offenders employed with WOTC	Training provided to local offices	October 1, 2004		
	Action 4.6.2 Work with DSS to determine how to best establish eligibility of chronically homeless		VEC/DSS			On-going		
	Action 4.6.3 Track number of WOTC provided to ex-offenders (and homeless, if possible)		WOTC Unit in VEC					

	Action 4.6.4 Provide annual report of number of credits issued for ex-offenders and homeless		WOTC Unit in VEC		Annual report submitted to Policy Academy	October 1, 2005		
Strategy 4.7 Increase focus on employment of chronic homeless by local one stop centers	Action 4.7.1 Establish a standard that VEC regional directors document at least one activity each quarter targeted at increased employment opportunities for chronically homeless	Jim Ellenberger	VEC Regional Directors	A minimum of 16 outreach activities targeted to increased employment of chronically homeless each year.	Standard incorporated in annual plan	July 2004		
	Action 4.7.2 Have regional directors establish work plans and provide quarterly reports				Reports received in Central Office	On-going		
	Action 4.7.3 Share best practices and successful efforts with each other				Report to Policy Academy	September 2005		
Objective: Provide income opportunities through the Earned Income Tax Credit and other programs with focus on support to the chronic homeless								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 4.8 Educate points-of-contact for the chronic homeless about the Earned Income Tax Credit	Action 4.8.1 Distribute information sheet and posters to all service providers	Nikki Nicholau	DHCD/VCH/DSS/CSB/VIACC	Increase income through annual tax return to receive earned income tax credit	Distribution of information	January 2005		Completed
	Action 4.8.2 Collate and distribute information about locations for free tax preparation services	TBD	DHCD/VCH/DSS/CSB/VIACC		Distribution of information	February 2005		
	Action 4.8.3 Hold workshops at VCH annual meeting and the Governor’s Housing Conference	Nikki Nicholau Sue Capers	DHCD/VCH/IRS		Workshops held	August 2004 and September 2005		Held at VCH and part of workshop scheduled for 2005 GHC
	Action 4.8.4 Send annual reminder to affiliated groups each January-March	Nikki Nicholau	DHCD/VIACH/VCH		Annual reminders sent	On-going		

PRIORITY FIVE: An understanding of chronic homelessness at all levels								
Objective: Insure clear, comprehensive data on chronic homeless in Virginia								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 5.1 Develop mechanism to capture and document the number of chronic homeless	Action 5.1.1 Develop and implement an independent standard zip code for use by service providers	Reggie Gordon	VA Housing Research Center (VHRC)/VIACH/ Policy Academy agencies	Ability to determine “as is” and track progress toward the desired state and support public relation efforts, and provide cost avoidance and other data for funding sources	Code established	August 1, 2004		No progress made on this strategy as yet.
	Action 5.1.2 Support implementation of HMIS systems statewide	Nikki Nicholau	DHCD		On-going			
	Action 5.1.3 Determine baseline data available from other agencies	Ted Koebel	VA Housing Research Center (VHRC)/VIACH/ Policy Academy agencies)		June 1, 2004			
	Action 5.1.4 Consolidate data from CoC statewide with other data	Ted Koebel	VHRC		August 1, 2004			
Strategy 5.2 Document supportive housing availability, need, and costs	Action 5.2.1 Consolidate data from CoC statewide with other data	Ted Koebel	VHRC	Ability to determine “as is” and track progress toward the desired state and support public relation efforts, and provide cost avoidance and other data for funding sources	August 2004	October 2004 January 1, 2005		Complete – Data to be circulated to all members of VIACH at the 11/16/04 meeting.
	Action 5.2.2 Determine number of units needed		VHRC		September 2004			
	Action 5.2.3 Document costs of providing units and services		VHRC VHHA		October 2004			
	Action 5.2.4 Document cost of supportive services provided through existing systems		VHRC		October 2004			
	Action 5.2.5 Conduct cost/benefit analysis of alternative service delivery				October 2004			

Objective: Raise priority of ending chronic homelessness through education and awareness								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 5.3 Create higher level of awareness in agencies involved in Policy Academy	Action 5.3.1 Provide briefings to agency head and executive staff	Nikki Nicholau	Each team member	Insure that the activities of the Policy Academy are able to survive changes to team member and political leadership	By June 30, 2004	On-going		Updated Action Plan submitted to all agency heads as part of request for funding assistance with Academy activities.
	Action 5.3.2 Use internal agency publications to highlight activities	Nikki Nicholau	Each team member		On-going with copies of articles in file			DSS – Employee Newsletter (2/04); Alexandria CSB (1/04); DHCD held agency coffee break in May 2004
	Action 5.3.3 Involve other agency staff in activities of implementation of the Action Plan <i>through additional workgroups focusing on related issues.</i>	Nikki Nicholau	Each team member		Establishment of a minimum of 3 agency work groups	July 2005	Strategy reworeded July 2004	HMIS sub-committee; Homeless ID Workgroup; DMAS Case Management Task Force and BOS Steering Committees established
	Action 5.3.4 Conduct briefings of impacted Cabinet Secretaries on activities	Denise Goode Nikki Nicholau Stuart Richeson		Insure the goals of Policy Academy are institutionalized	Quarterly	On-going		Accomplishments reports being developed for Governor’s office for guidance as to next steps. The Policy Academy on
	Action 5.3.5 Ask Secretaries’ offices to include accountability for Action Plan’s goals in agency’s performance contract, outcomes, and strategic plan	Denise Goode Nikki Nicholau Stuart Richeson			By June 1, 2004 Delayed to September 2004		Governor’s office instituting new outcome measures system – date changed to determine how to integrate.	Chronic Homelessness has evolved into the Policy component of the Virginia Interagency Council on Homelessness. New by-laws have been approved.

Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 5.4 Broaden participation of relevant stakeholders in the work of the Policy Academy	Action 5.4.1 Expand team to include representatives from all relevant agencies, impacted non-profit, legislators, and federal partners	Nikki Nicholau	Each team member	Appropriate representation will insure integration of efforts into service delivery and achievement of goals.		On-going	Agencies added: USDA Rural Services, Juvenile Corrections, Social Security Admin.	VA Supportive Housing joined the workgroup in May 2004; Job Corp invited June 24, 2004; VA Interfaith Council and Virginia Sheriff's Association added in October 2004; VA Municipal League – March 2005
	Action 5.4.2 Coordinate efforts with Olmstead Task Force	Denise Goode			On-going			
	Action 5.4.3 Conduct series of regional meetings with community leaders and service agencies of Action Plan	Nikki Nicholau Denise Goode	Each team member		4 regional meetings during first quarter 2004	November 30, 2004		Over 20 presentations made between January & July 04
Strategy 5.5 Increase public awareness and political support	Action 5.5.1 Develop a series of compelling stories related to chronic homelessness	Denise Goode Chris Hilbert	DHCD/VHDA		5 stories completed for use by partner agencies	July 1, 2004 September 2004		Date changed to September 2004; Piece is still underdevelopment. Abbreviated version will be distributed at the Governor's Housing Conference on November 15, 2004.
	Action 5.5.2 Invite General Assembly members to events highlighting chronic homeless	Sue Capers	All PA Team Members			July 1, 2004		
	Action 5.5.3 Issue a minimum of one press release per quarter related to the work of the Policy Academy or the chronic homeless	Nikki Nicholau	DHCD		July 1 & October 1, 2004, January 1 & April 2, 2005	July 1, 2005	Stories published:	

Objective: Institute a statewide procedure to insure identification cards for the homeless								
Strategy	Actions	Manager	Implementers	Outcome	Benchmarks	Completion	Notes	Status-Nov. 30, 2005
Strategy 6.1 Standardize identification requirements throughout the Commonwealth	Action 6.1.1 Invite DMV to join the Policy Council	Nikki Nicholau	Dean Lynch	More homeless individuals will access main stream benefits by having access to identification card.	February 2005	March 2006		DMV, DSS and VIACH are working together to determine first how to address the residency requirements for official ID cards to be followed by other requirements. Link provided at www.endhomelessnessva.org to all state sources for birth certificates.
	Action 6.1.2 Convene a workgroup to discuss the issue and make recommendations determining if legislation is needed	Nikki Nicholau	Duke Storen DMV Representative Sarah Page Fuller Virginia Against Domestic Violence		March 2005			
	Action 6.1.3 Communicate recommendations to all DMV offices throughout the Commonwealth	DMV	All PC members		January 2006			
Strategy 6.2 Develop and circulate best practices on how to meet the state's documentation requirements	Action 6.2.1 Post documentation requirements on VIACH web-site	Nikki Nicholau		More homeless individuals and families will access main stream benefits by having access to identification card.	January 2006	September 2006		Progress made on birth certificates for chronically homeless through CSB, which will address legal presence and identity; and on leases to establish residency for persons in shelters. Procedures need to be documented in sent to providers.
	Action 6.2.2 Cover requirements at statewide meetings of homeless and domestic violence providers	Sue Capers	Nancy Fowler-DSS		Spring 2006			
	Action 6.2.3 Communicate to VIACH AAC and ask for testing through local provider networks	Kathy Aebischer	All AAC members		Spring 2006			